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12 JUL 1974

MEMORANDUM FOR: Deputy Director for Management and Services  
SUBJECT : Activity Report - Office of Finance

1. The following is a summary of certain significant activities of the Office of Finance for the week ended 12 July 1974:

[Redacted]

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b. Allotment Advice for Other Government Agency Funds. On the basis of discussions with the Comptroller, it has been agreed in the interest of simplifying procedures that the Assistant Director for Liaison will assume the responsibility for issuance of official advice to allottees of amounts of other Government agency funds available for obligation.

c. Personnel Locator File. Representatives of Compensation and Tax Division and Office of Personnel discussed requirements for the revision of the personnel locator system which is used to obtain addresses for forwarding payroll and tax documentation. We expect the revised locator system to correct the current deficiencies which result in incorrect mailing addresses for a significant number of current and recently separated employees.

[Redacted]

e. Meeting with Eastman Kodak Company. A meeting was held on 8 July 1974 between members of the C&L Division and Mr. R. Thomas Ament, Government Credit Supervisor for Eastman Kodak Company, Rochester, New York. The Eastman representative agreed to attempt to simplify the outflow of paper generated by Eastman in processing payments on invoices on which disallowances are taken. Eastman was also requested to space out the time in which they

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make follow-up queries on correspondence. We now find they often follow up on correspondence already answered.

f. Property Funding System. Messrs. [redacted]

[redacted] OF, met with Mr. Malanick and his staff and with Office of Comptroller representatives to discuss a Logistics report suggesting the possible need for changes to the present PPA/PRA system for funding procurement of property and material. It was agreed that [redacted] C/B&F/OL, would chair a working group of OL, OF and O/Compt representatives to make a definitive study and develop positive recommendations concerning the subject.

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g. Subobject Classes. At the request of the Comptroller, we have prepared and forwarded to the Regulations Control Staff regulatory proposals to establish a new subobject class to provide separate reporting for shared administrative support costs for Agency employees [redacted]

[redacted] A separate subobject class was also reestablished to provide identification of costs for repair and maintenance of furniture and equipment.

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[redacted]  
the past week continued to share his time between this office and the special project assignment in the Office of Security.

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insert program. The final FY billings were discussed  
and an agreement reached on the total FY-74 cost figure.

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1. Summer Employees. [redacted] met last Friday  
with Office of Finance summer employees, providing them  
with a general overview of the role of the summer employees  
in assisting the Office of Finance in its mission. Mr.  
[redacted] also encouraged the employees to make suggestions 25X1  
for work simplification, training improvement, etc.

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2. Significant activities for the next week include the  
following:

a. NSA Briefing. As an outgrowth of a visit to NSA  
by Mr. [redacted] representatives of the Office of Finance  
and the Microfilm Programs Branch of Information Systems  
Analysis staff will brief some NSA middle managers on  
15 July 1974. The briefing will cover general payroll and

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financial system design and operating procedures only and will not disclose classified information. NSA is interested in our automated payroll and micrographics operations for possible use in revision of their financial systems.

b. VIP. Finance, Personnel and Office of Joint Computer Support personnel will discuss procedural improvements in handling payroll deductions for the Voluntary Investment Plan.

c. Special Project. [redacted] hopes to complete 25X1 his special project assignment in the next week and present his findings to Messrs. Brownman, Blake, Janney, Kane and [redacted]

d. OJCS Monthly Meeting. The monthly project status meeting with OJCS, deferred from 9 July 1974, is to be held 25X1 on 17 July.

[redacted]  
Acting Director of Finance